

## Suzanne Jorz

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**Objective:** A registered nurse position in labor and delivery or NICU

### Education:

Saint Louis University, Saint Louis, MO  
Bachelor of Science in Nursing, May 2010  
Critical Care Certificate  
Minor: Psychology  
GPA 3.6

### Licenses/Certifications:

Basic Life Support (2007)  
Certified Nurse Assistant (2007)

### Clinical Experience:

#### **Student Nurse - Medical floor** (January 2009 - May 2009)

Cardinal Glennon Hospital, St. Louis, MO  
• Facilitated patient care by accurate assessment, implementation, and evaluation of individual outcomes

#### **Student Nurse - Postpartum floor** (August 2009 - December 2009)

Barnes Jewish Hospital, St. Louis, MO  
• Collaborated with all members of the health care team to ensure total patient care

### Related Experience:

CNA (August 2007 - May 2008)  
St. Anthony's Hospital, St. Louis, MO  
• Assisted health care team in delivering overall care to patients

### Other Experience:

Resident Assistant (August 2006 - June 2007)  
Marguerite Hall, Saint Louis University, St. Louis, MO  
• Organized and promoted all programming activities for 75 students

### Activities and Organizations:

Student Nurses Association (2006 - 2009)  
• Presented paper at state convention on the effects of prenatal vitamins on maternal health  
Sigma Kappa Sorority (2006 - 2008)  
• Recruitment chair  
• Educational programming chair  
• Organized wellness speaker series  
Pathway Hospice volunteer (2006 - 2007)  
SLU Make A Difference Day (2006 - 2010)

*Courtesy of Saint Louis University*



*Suzanne includes an objective that specifies the type of opportunity she is interested in, and makes it easy for employers to gauge her experience by separating hers into three sections.*

address. You don't want to use information that is about to "expire," such as your college e-mail address or off-campus address or telephone number. Make sure your e-mail address is businesslike, and that your web site contains only professional information and images. Include a businesslike greeting on your phones, and be prepared to answer your phone appropriately in case you get a call for an interview.

### Objective

There is no agreement on whether you must include an objective. The fact is, some employers look for an objective, while others do not.

## General Resume Construction Tips

- Keep your resume short and concise—a new grad's resume should be one side of a single piece of white or off-white paper.
- Use a plain font and use a large enough type that the recruiter doesn't have to squint to read your information.
- Include only relevant information to the recruiter. If it doesn't have anything to do with the job, the recruiter won't want to read it.
- Include keywords—directly from the job description—throughout your resume. Don't state obvious tasks; think impact and quantify your results, if possible.

Certainly, a generic objective "To work in the aerospace industry" is likely to be considered useless by the employer. On the other hand, a well-crafted objective has its benefits. It tells potential employers the kind of work you hope to do. In addition, writing an objective forces you to think about the specific job and why you are applying for the opening, and that can be helpful in the overall development of your resume. Your objective should be one or two short sentences, and tailored to each employer you target and every job you seek.

## Education

Usually, education information is listed first on the new graduate's resume. Include the name of your college or university, your degree and the date you received it, your major, and your minor, if you have one.

Many employers screen new college graduates by GPA, so include yours; leaving it off might suggest you're trying to hide something. Some organizations won't consider candidates with a GPA below a certain point (3.0 is a popular cut off), but others will consider those with lower GPAs who have other desired characteristics, such as experience or demonstrated leadership abilities.

## Experience

Especially in a tight job market, experience is important to employers. Relevant work experience gives you an advantage over candidates who do not have it. Depending on the job you are applying for, you do not have to present your experience chronologically. Instead, you can make it easier for employers to gauge your experience by breaking it into categories. For example, if you have participated in internships or co-op assignments that are related to the position you're applying for, you could give that experience a separate heading, such as "Related Experience," to show the relevance.

That doesn't mean you should neglect unrelated experiences on your resume. In fact, unrelated experience can give you transferable skills that employers value. These experiences show an employer that you know how to show up on time, assume responsibility, and be a reliable employee.

Finally, unpaid experience also counts—volunteer experience can help you build your expertise and expand your understanding of the world of work.

*continued*

## Michael James

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## Objective

Ambitious student with strong laboratory skills and impressive research experiences seeking entry-level biochemical research position.

## Education

### B.A., Biochemistry

Hiram College – Hiram, OH

GPA – 3.52 Major GPA – 3.61

Graduation Expected, May 2010

**Related Coursework** - Immunology, Bioinformatics, Vertebrate Biology, Genetics, Intermediate Organic Chemistry, Physical Chemistry I and II, Genetics, Bioinformatics, Molecular and Cellular Biology.

APEX Presentation: "The Functional Differences Between the Two Aconitases of *Agrobacterium Tumefaciens* C58"

## Laboratory Skills

- Primer creation (Primer3 web site) • Gel electrophoresis • SDS-page gel
- Some bioinformatics (ORF finder programs, BLAST, and MFold)
- Cell culture and plate development • Protein extraction and transposon work

## Relevant Experience

### Researcher

May – August 2009

*Hiram Genomics Initiative*

Constructed a partial genetic map for the genome of nitrogen fixing *A. vinelandii*. Determined role of several enzymes in the metabolism of the soil bacterium and plant pathogen *A. tumefaciens*. Developed the mutants for two malate dehydrogenase genes in *A. tumefaciens*. Presently performing growth curves to determine the purpose of four mutants in *A. tumefaciens* for malate dehydrogenase.

### Teaching Assistant

Spring 2009 – Present

*Organic Chemistry Course – Hiram College*

Monitored students laboratory activities. Assisted students with learning laboratory techniques. Provided out of class help to students having difficulties with course content. Examined lab notebooks for proper scientific format.

### Student Researcher

Fall 2008

*Molecular & Cellular Course – Hiram College*

Generated gene disruption mutations in *agrobacterium tumefaciens* and examined phenotype. Examined biochemical pathways of *agrobacterium tumefaciens* using bioinformatics tools.

## Campus Involvement

### Vice President

August 2009 – present

*American Institute of Biological Science – Hiram College*

Scheduled speakers to appear on campus. Organized senior presentations for biology and biochemistry majors.

## References Available Upon Request

*Courtesy of Hiram College*



*Michael includes an objective and tailors the content of his resume to match the objective: He calls attention to his laboratory skills and relevant experience by making them separate sections. He also includes information about campus activities that are relevant to his field.*